Administrator Position Description

Human Resource Office Use Only	
Approved Job Family	**Effective Date**
Overtime Eligible YES NO	**FLSA Test Date**

Employee		**Supervisor** Lindsey Davis	
Department Admissions	**Working Title** Admissions Counselor	**HRIS Position Number** H99292	**Supervisor Title** Assistant Director of Admissions
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date July 1		**Annual Contract End Date** June 30	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The purpose of this position is to represent Oregon Tech in the recruiting of new students to attend Oregon Tech and to give information to other groups and organizations about Oregon Tech. Representation of Oregon Tech is accomplished in a variety of settings and formats. The person in this position travels extensively to high schools, community colleges and careers fairs throughout the Pacific Northwest, Northern California and other areas deemed necessary to present and represent Oregon Tech as a valid college choice. He/she also visits with prospective students on campus on a one-on-one basis, in small and large groups, at campus events, on the phone, and through email.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

This position requires a Bachelor's degree.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

Valid driver's license

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff				
3.Unclassified Staff				
4.Students / Others			12	1.5

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

The Admissions Counselor operates with minimal supervision. The Admissions Counselor functions with direction in activities to undertake for the recruitment of students but then has minimal supervision in fulfilling duties. The Admissions Counselor has autonomy in determining best practices and operation in fulfilling designated duties including counseling prospective students via phone, email and in person, giving presentations regarding OIT and the admission process, making admission and scholarship decisions, determining travel arrangements, and how to best utilize his/her time.

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

The Admissions Counselor has minimal supervision allocating his/her time and resources to meet departmental and own work priorities which are established by Director or Assistant Director of Admissions. The Admissions Counselor has authority to determine own work schedule within guidelines, including working before and after hours and on weekends.

b)departmental resources

The Admissions Counselor has very minimal supervision in making travel arrangement decisions including purchasing plane tickets, car rental and motel reservations. He/she has authority to discipline and report any misconduct of student ambassadors and recommends hiring of student Ambassadors. In addition, the Admissions Counselor assists in the decision of hiring new employees for the admissions office and other departments.

c)institutional resources

The Admissions Counselor has authority to award scholarships and make admission decisions including assisting in the decision process for determining recipients of the Leadership and Diversity scholarship. He/she is able to make recommendations on how best to use EMAS software for the recruitment of new students.

What kinds of decisions will the incumbent be expected to make?

The Admissions Counselor represents OIT in a variety of settings off campus without any supervision and must make decisions to conduct oneself appropriately and responsibly, commit accurate information about OIT, financial aid, admissions and majors to the public, give recommendations to and counsel prospective students.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	$
	Develops, monitors* and controls*	$
	Limited approval authority for purchase	$
X	Purchase only with higher level OK	$Varies

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Prospective Students, Families, and Public	Formal and informal on and off campus presentations and counseling sessions. Discuss/present OIT majors, future careers, transferring to OIT and recommend classes to take at other institutions, policy and procedures of admission, financial aid, scholarship opportunities, and costs to attend. Provide above information in group and one-on-one settings, on the phone and via email.	Daily
Staff	Communication via phone, email and in person with staff members such as Financial Aid, Registrar's office, Housing and Residence Life and others for gaining information for prospective students and through various committee participation.	As Needed
Faculty	Communicate via phone, email and in person with faculty to understand more about their specific major, discuss prospective students, relay admissions criteria and scholarships, set up prospective student or other types of meetings, and participate on various committees.	As Needed
High School and Community College Counselors/Teachers	Communicate via phone, email and in person with counselor/teachers regarding admissions policies and procedures, updates on OIT and program offerings, and discuss prospective students and their admission status.	Weekly
Current OIT students	Advise, direct, explain policies, solve problems, supervise	Weekly
Colleagues at other institutions	Participate and represent OIT as a team member in the OUS Fall Tour. Represent OIT at various college fairs throughout the year. Discuss OIT admissions policies, procedures, and course offerings and learn about other institutions.	Often

F. JOB FUNCTIONS

REFERENCE ID	**JOB FUNCTIONS**	**FREQUENCY**	**ANNUAL PERCENT OF TIME**

1	**Essential Functions:** Represent and recruit prospective students for Oregon Tech at various events such as college fairs (national and regional), career days, OUS and individual school visits and counselor functions. Give presentations on Oregon Tech and answer questions from prospective students and parents. Items covered include guidance on all options of college planning, choosing a major, the financial aid process, OIT environment, majors offered at OIT and what this means after graduation, what the Residence Hall has to offer, OIT sporting, intramural and club activities, local activities, admission criteria, transferring to OIT and more. Representation includes extensive travel throughout Oregon, California, Pacific Northwest and other areas as needed via driving and/or flying. Travel is during working and non-working hours including weekends. Travel to include setting up own travel arrangements with hotels, car rental reservations, plane tickets, itinerary, and setting up individual visits.	Often	25
2	Visit with prospective students and parents who are visiting campus. Discuss admissions requirements, scholarship deadlines, and procedures for applying for admission. Provide guidance on all options of college planning, choosing a major and deciding if Oregon Tech is the right choice for that student. This includes answering inquiries about the the school via email and through PHP Live (on-line customer support). Extensive phone contact with prospective students, parents, high school and community college counselors. Make referrals to other departments as necessary and give campus tours as needed. High contact with transfer students, discuss how to transfer to OIT and evaluate how classes will transfer from an institution to OIT by looking up course descriptions from the respective institution's catalog (hardcopy, via internet, or Banner SIS) and comparing to OIT classes.	Daily	33
3	Responsible for planning, implementing, and post evaluation of the telecounseling (calls to prospective students and families in regard to attending OIT) function of the Admissions Office. Responsibilities include assisting with the hiring of Ambassadors for telecounseling, supervision of telecounselor activities, and determining lead telecounselors to oversee other telecounselors during work shift. Generate call lists which includes whom and when to call, follow-up calls, and writing the call scripts for telecounseling using the EMAS database. Generate reports and report to the Director of Admissions to determine best times to call and success of telecounseling activities using EMAS database.	Daily	17

4	Assist with on campus events related to admissions (Tech Trek/Campus Preview), recruitment (Tech Challenge, other events) and registration (ROAD) of prospective students during and after hours. This includes giving presentations on OIT and how to transfer to OIT, giving tours, troubleshooting at registration, conversing with participants including faculty, helping at check-in, answering questions from all involved about OIT and logistics of event.	Quarterly	5
5	Supervise student Ambassadors directly and indirectly in a number of settings including scheduled office hours, telecounseling hours, Tech Trek preview day events and Campus Preview events. Assist in the hiring of student ambassadors in spring by reviewing applications, essays and transcripts, participating in interview process by attending all interviews, asking questions, recording responses and later evaluating responses to formulate recommendations on who to hire.	Weekly	5
6	Enter high school transcripts and applications into Banner SIS. Assist office personnel by answering phones, covering front desk, pulling files, opening mail, and typing labels.	Annually	5
7	Oversee process of the Western Undergraduate Exchange (WUE) program by answering questions about program from current and prospective students, sending contracts to newly awarded students, collecting and recording signed contract, reporting to WICHE results of students under the program and ensuring data is accurately portrayed.	Annually	5
8	**Other Functions**: Other duties as assigned by Director and Assistant Director of Admissions. Serve on campus committees.	Annually	5

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1	The ability to travel extensively throughout the year including weekends and after hours in adverse weather conditions. Able to drive and willing to fly.
1-8	Must possess strong and effective communication skills both written and oral and have the ability to speak before large and small groups in a variety of settings. Excellent one-on-one communication skills in person and on the phone.
1-5	Must have excellent interpersonal skills and the ability to work irregular hours, evenings and weekends in addition to regular office hours.
1-8	Must be able to work in a team environment and be self motivated. Possess strong organizational skills and be able to work on multiple tasks concurrently.

1,2,3,6,7,8	Familiarity with PCs and integrated computing systems as well as expertise in multimedia and electronic communication.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
1	Must be able to lift and carry 30 lbs.
1	Must be able to drive in all weather conditions and fly on commercial aircraft.

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.